

Vacations & Conveyance

Approval Process & Application Packet



Application process & submittal requirements:

Following complete submittal of the application, the easement vacation process generally takes 8 weeks and involves the publication of a notice of hearing, a public hearing by the City Council, three considerations of the ordinance vacating the easement and/or property, and publication of the approved ordinance.

Any proposal to vacate a street, alley, portion thereof or any public grounds shall be referred by the Council to the Plan and Zoning Commission for its study and recommendation prior to further consideration by the Council.

This application must be accompanied by

- ☐ Letter of request
- ☐ Legal description and drawing
- ☐ Letters of authorization from utility companies
- ☐ \$300.00 fee (*includes administrative costs, cost of publication of notice and document recording*)

Applicant/Contact Person:

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner:

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Address:

Legal Description:

Is property within Ankeny's corporate limits ☐ yes ☐ no

Type of Vacation (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Public Utility Easement | <input type="checkbox"/> Landscape Buffer Easement |
| <input type="checkbox"/> Water Main Easement | <input type="checkbox"/> Surface Drainage & Flood Easement |
| <input type="checkbox"/> Roadway Easement | <input type="checkbox"/> Sanitary Sewer Easement |
| <input type="checkbox"/> Ingress/egress Easement | <input type="checkbox"/> Storm Sewer Easement |
| <input type="checkbox"/> Right-of-way | |
| <input type="checkbox"/> Other _____ | |

Conveyance to:

☐ Applicant (*Tax address*) _____

☐ Other

Name: _____

Tax address: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: _____ Date: _____
(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature)

and: _____ Date: _____
(Property Owner)

****Original signatures are required****

General Information:

Contact utility companies to request, in writing, a release of public utility easement

- ✓ Mid American Energy
Adam Jablonski, Right-of-Way Agent (515) 281-2334
4299 NW Urbandale Drive, Urbandale, IA 50322
- ✓ Consumers Energy
Right-of-Way Services (641) 752-1593
2074 242nd Street, Marshalltown, IA 50158-9137
- ✓ Mediacom (Cable)
Steve Purcell, Region Vice President (515) 246-1555
2205 Ingersoll Avenue, Des Moines, IA 50312
- ✓ CenturyLink
Jim Monahan, Manager Engineering & Construction (515) 283-3444
2103 E University Ave, Des Moines, IA 50317
Carroll "Buck" Wheaton, Manager Engineering & Construction (515) 283-3440
5475 Meredith Dr, Des Moines, IA 50310 and/or
Peter Vielhaber, Area Plant Supervisor (515) 965-0039
513 SE Magazine Rd, Ankeny, IA 50021

Submit the completed Application Packet to:

Planning and Building Department
City of Ankeny
220 West First Street
Ankeny, Iowa 50023-1751

If you have questions, please contact the Planning & Building Department at:

Phone: (515) 963-3550 (Public Services Bldg. Front Desk)

E-mail: ejensen@ankenyiowa.gov/

Links to Planning Information including:

Zoning & Subdivision Municipal Codes
Zoning Map
2010 Ankeny Comprehensive Plan
Development Schedule

Polk County Assessor's Site
Polk County Recorder's Site
FEMA (Federal Emergency Management Agency)
FIRM (Flood Insurance Rate Map)

located on the Planning & Building Dept Home Page on the city web site www.ankenyiowa.gov/

**No application will be accepted unless it complies with all the submittal requirements.
Applications that are incomplete will be returned to the applicant without further review.**

Updated: July 2014